If passwords are district-managed, then contact the administrator in charge of passwords and have the password redistributed to the student.

If passwords are not district-managed, then you can do either of the following:

- Edit passwords (one at a time) on the **Edit User** page. (Details provided below.)
- Reset the passwords of one or more students in a class to temporary passwords and then allow the students to create their own passwords. (See the Allow Students to Create Passwords for details.)

Find Student Account

1 Click the **Classes** tab, move to the **Find and Manage** area, and then click **Students**.

2 Select to filter using **First Name** and **Last Name** or **Username**, and then type all or part of the selected name in the box(es) provided.

3 To include inactive accounts in the search, select the **Show inactive** accounts check box.

4 Click **Find**. The accounts that meet your criteria are listed in the **Available user accounts** area.

5 Click the **Username** of the student account that requires a new password. The **Edit User** page appears.

Edit User

User Details

Carder, Claire ⦾?

Role

User Type:	Student
School:	Harcourt A

Grade: *   P-K   K   1   2   3   4   5   6   7   8   9   10   11   12
○ ○ ⦿ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○

Classes: **Class Information**

Personal Details

First Name: *	Claire
Middle Initial:	
Last Name: *	Carder

ThinkCentral Credentials ⦾?

Student ID:	
Username:	clairecarder
Password: *	●●●●●
Retype Password: *	●●●●● ?

Account status: ⦿ Active   ○ Inactive

NCLB Data

Gender:	Unknown ▾
English Language Proficiency:	Unknown ▾
Ethnicity:	Unknown ▾
Special Conditions:	None / Autism / Visual Impairment / Deaf - Blindness / Developmental Delay
Special Services:	None / IEP / 504 / Gifted/Talented / Migrant Education
Economic Status:	Unknown ▾

Save   **Cancel**

Password rules:

- Minimum characters: 5
- Valid values: A–Z, a–z, 0–9, and the following supported symbols acceptable: !#$%&'()*+,-./:;<=>?@[]_`{|}~\¡¢£¤¥¦§¨©ª«¬®¯°±²³´¶¸¹º»¼½¾¿ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÐÑÒÓÔÕÖ×ØÙÚÛÜÝÞàáâãäåæçèéêëìíîïðñòóôõö÷øùúûüýþ
- Case sensitive
- Must not contain spaces
- Examples: paswd, P@55word5

Edit Student Password

1   Type a new password following the password rules, and then re-type the password.

2   Click **Save**.

3   Click **Save** to confirm the password change.

Save Changes?

⚠ Do you want to save your changes made to this account?

Save   **Cancel**

4   Record the new password to share with the student.